



DEPARTMENT OF THE NAVY

COMMANDER
NAVAL RESERVE READINESS COMMAND
REGION ELEVEN
1303 DOOLITTLE AVENUE
FORT WORTH TX 76127-1803

COMNAVRESREDCOMREG11INST 11320.1B
N71A
14 SEP 1998

COMNAVRESREDCOMREG ELEVEN INSTRUCTION 11320.1B

Subj: FIRE BILL

Ref: (a) NASJRBFTWINST 11320.1

1. Purpose. To implement reference (a); to inform personnel of their responsibility in case of fire; and to provide evacuation route information.
2. Cancellation. REDCOMREG11INST 11320.1A
3. Policy. All personnel assigned to REDCOM 11 will familiarize themselves with the contents of this instruction and reference (a). Newly reporting personnel will receive a Fire Prevention Regulation brief at time of check-in.
4. Responsibilities. A Fire Warden and Alternate Fire Warden will be designated in writing and responsible for:
 - a. Ensuring all fire extinguishers are inspected monthly and the inspection is recorded on each extinguisher inspection record tag (NAVFAC 11320/02 (3/75)).
 - b. Requesting fire and evacuation drills per reference (a). Prior permission must be obtained from the office of the NAS JRB Fort Worth (NASFW) Fire Chief and Chief of Staff, (REDCOM 11). Fire drills will be conducted under the supervision of the office of the NASFW Fire Chief.
 - c. Accompanying NASFW Fire Department personnel on required Fire Hazard Inspections (NASFW 11320/9, Appendix B will be used as the Fire Inspection Deficiency Report, (reference (a))).
 - d. Notifying the NASFW Fire Chief of any structural, renovation or facility improvement projects, including self-help projects.
 - e. Maintaining appropriate documentation of personnel training and annual review of reference (a) by staff personnel.
5. Procedures for Reporting a Fire: Any person discovering a fire shall immediately summon the NASFW Fire Department. Report all fires even if already extinguished.
 - a. In case of fire:
 - (1) USE THE NEAREST FIRE ALARM BOX AND TELEPHONE EXT. 911. Know the location of the nearest fire alarm box and the nearest telephone in your area. To activate the nearest alarm box, push in and pull down the handle, then release. Remain at alarm box to direct fire fighters to the exact location of the

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fire/emergency only if the alarm box is outside of the building. If the fire alarm box is inside the building, go outside after activating the fire alarm to direct responding fire fighters to the location of the fire/emergency.

(2) SPREAD THE ALARM - PASS THE WORD. All staff personnel clear the area. Delegate someone to alert other personnel sounding "FIRE, FIRE, FIRE."

(3) Notify NASFW Command Duty Officer, Ext. 7152 by telephone or in person.

(4) If time permits, close doors and windows to confine the fire and prevent drafts. Turn off lights and electrical devices. Do not endanger yourself or others in this effort.

(5) If the fire is small enough to contain, personnel in the immediate area should use proper equipment at hand to extinguish the fire pending arrival of the Fire Department.

b. To report fire by telephone. Telephone the Fire Department by dialing Ext. 911. The following information should be given:

(1) Exact location of the fire. Give building number 1803 and occupancy.

(2) Your name and extension from which you are calling.

(3) State the emergency: fire (building, vehicle, grass, oil), smell of smoke, first aid, emergency fuel spill, etc.

Stay on the telephone until told to hang up by the dispatcher unless the conditions prevent it. Designate someone to alert other personnel verbally and/or sound a local fire alarm. When told to hang up the telephone, go to the street out front of the building and wait for the Fire Department to arrive; direct firefighters to the fire and or emergency.

6. Evacuation. When the fire alarm is sounded, all personnel will exit the building immediately via the stairways. Once out of the building, all personnel will muster on the north side parking lot in front of the Carswell Inn. Fire Warden will provide muster sheet.

7. Action. Fire Warden will:

a. Ensure personnel are properly instructed under this fire bill.

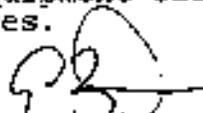
b. Keep access aisles to fire alarm boxes, fire extinguishers, sprinkler system valves, electric panels, etc., clear (minimum 36 inches) and have proper identification signs posted in their responsible areas.

c. Keep all entries to the building in their area clear of any blockage that would impede a fire response.

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d. Ensure at least an 18 inch clearance below sprinkler heads for storage up to 15 feet in height.

e. Keep fire protection equipment clearly visible and unobstructed in designated places.



E. B. WEISS
Deputy

Distribution: (COMNAVRESREDCOMREG11INST 5216.1Q)
List A

Copy to:
NAS JRB Fort Worth
NASFW Fire Chief

